

North Carolina Department of Justice
Job Announcement

The Department of Justice uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Personnel Act with highly qualified individuals. The Department of Justice is an Equal Opportunity Employer.

To apply, applicants must visit the Department of Justice website for all required forms, including the State Application (PD-107) and the entire SBI Special Agent Application Package. The website address is: <http://www.ncdoj.com>. **A completed state application (PD-107) and a completed SBI Special Agent Application Package is required for your application to be considered.** Incomplete applications will not be considered for employment. Please review the "SBI Agent Application Package Checklist" located on the Department of Justice website, to verify that you have completed all required forms and submitted all required documents.

All completed forms and required documents must be received and date stamped in the Human Resources Section of the Department of Justice no later than 5:00 pm on the closing date.

Applicants seeking Veteran's Preference for first-time employment with State Government should submit either Form DD-214 or discharge orders. Applicants should make sure all applications are received in the DOJ Human Resources Section no later than 5:00 p.m. on the closing date.

RECRUITMENT PERIOD: 2-14-06 -3-27-06

CONTACT: Natilee Hinton-Brooks

**SBI AGENT I
(Sworn Law Enforcement Experience)
Position 3613-0000-0003-432
Up to Approximately 15 Vacancies
State Bureau of Investigation
Annual Salary \$32,485-56,911**

Please complete and have materials returned to the Department of Justice Human Resources Section no later than 5:00 p.m. on the closing date.

Selected applicant must sign a release allowing the SBI to conduct an extensive background investigation (to include fingerprinting, polygraph, psychological, pre-

screening fitness assessment, and medical evaluations) which the applicant must pass prior to employment.

Description of Duties:

Work in this position will require the employee to perform a variety of law enforcement duties such as investigative criminal activities; conduct crime scene searches; interview and interrogate persons in connection with criminal cases being investigated; prepare detailed investigative reports using correct grammar, vocabulary, spelling, and appropriate terminology; assist other law enforcement agencies in the investigation and prosecution of cases by planning, organizing, and coordinating using self-directed and motivational techniques; testify in courts by articulating information in a self-confident, professional manner, and in a logical order demonstrating use and understanding of appropriate language; gather information for the identification of persons and criminal intelligence; apprehend wanted persons; conduct background investigations; interact effectively with a variety of individuals from diverse backgrounds in the general population, as well as the law enforcement and criminal justice communities; and perform other related law enforcement duties.

Knowledge, Skills and Abilities:

This position requires the ability to obtain working knowledge of the methods, procedures, and practices used in the investigation of criminal offenses, and of the principles of securing and identifying a variety of crime related evidence. This position requires the ability to investigate a variety of criminal cases; to interpret and apply criminal laws of North Carolina in investigations; make arrests; to prepare comprehensive and detailed reports pertaining to individual cases; to present effective court testimony; and to apply the principles, techniques, and procedures of modern criminal investigations. The position requires the ability to use firearms and tools and equipment involved in law enforcement duties. The employee in this position must speak clearly and intelligently to individuals and groups, as well as over police radio and other electronic transmission equipment. The employee in this position must be able to accurately assess the potential consequences of alternative courses of action and select the one which is most acceptable. The employee in this position must be able to reach a decision quickly when faced with several alternative courses of action. This position requires that the employee be able to comprehend and retain a good deal of factual information and recall this information as it pertains to laws, statutes, and codes. This position requires that the employee adopt a reasonable grooming standard consistent with professional standards and expectations, as well as take pride in his/her personal appearance and professional bearing. The employee in this position must have and maintain a level of personal conduct which, if exposed in court, would not detract from the credibility of his/her testimony. This position requires that the employee not engage in behavior which would diminish

community respect for or trust in the law enforcement agency.

Management Preference:

Management prefers a four year degree and candidates who have prior North Carolina sworn law enforcement experience.

Minimum Training and Experience:

Graduation from a four-year college or university with major course work in criminology, psychology, sociology, or other applicable discipline and one year of enforcement experience that includes having the power to arrest; or an equivalent combination of training and experience. Degrees must be received from appropriately credited institutions.

Minimum Training and Experience for Trainee Appointments:

Sworn officers with less than one year experience that includes the power to arrest and graduation from a four year college or university with major course work in criminology; psychology, sociology; or other applicable discipline; or an equivalent combination of training and experience.

Special Requirements:

Applicant must graduate from the SBI Academy in their first year on the job and meet any other applicable North Carolina state statutory standards for law enforcement officers.

Employment Requirements/Agreement:

- 1 Must have sworn law enforcement experience to apply for this position.
- 2 Must be a responsible and law abiding citizen of the United States with high moral character and personal integrity.
- 3 Must be at least 21 years of age.
- 4 Must have, or be eligible for, a valid North Carolina Driver's License.
- 5 Must not have been convicted of a felony or any other serious crime.
- 6 Consent to a polygraph examination.
- 7 Consent to a Pre-Screening fitness assessment as part of the hiring process.
- 8 Consent to a physical examination by a physician selected by the SBI.

- 9 Consent to an extensive personal background investigation.
- 10 Accept employment under one (1) year probationary status, which includes successful completion of the SBI Special Agent Academy, approximately 26 weeks in duration.
- 11 Accept permanent assignment **anywhere** within North Carolina.
- 12 Accept temporary assignments **anywhere** or **any time**.
- 13 Accept job responsibility in any area of criminal investigations such as arson, drugs, etc.
- 14 Accept assignments requiring irregular hours; day or night, any day of a week or holidays.
- 15 Accept assignments requiring undercover investigations.
- 16 Accept assignments requiring overnight travel possibly over extended periods of time.
- 17 Must be willing to carry and use a firearm.
- 18 Must be willing to use deadly force, if warranted, to protect his or her life or the life of someone else. (Must be willing to take a person's life should circumstances warrant)

NOTE: Form PD-107 and SBI Special Agent Application Packet is on the website at:
<http://www.ncdoj.com>